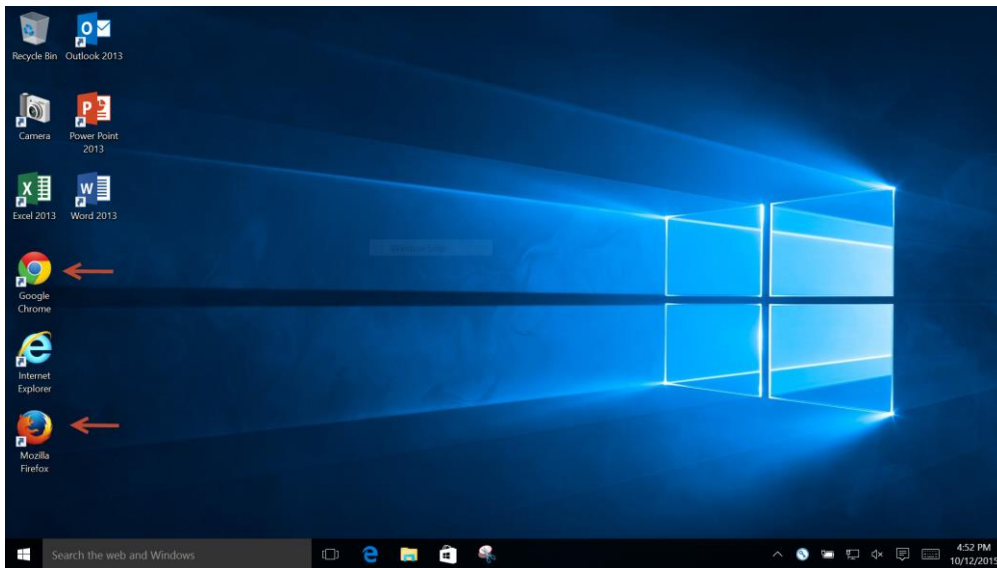


Peoplesoft Self-Service View Paycheck Instructions on Windows 10

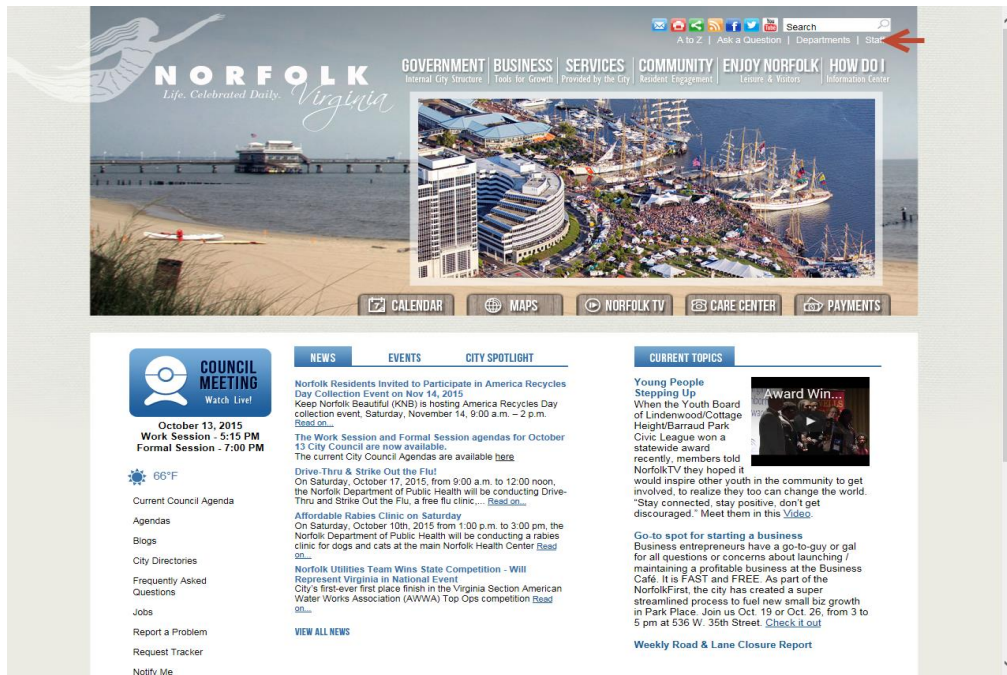
1. At this time, we recommend using Mozilla Firefox (at least version 17) **or** Google Chrome (at least version 24) in order to view your paycheck within PeopleSoft. PeopleSoft currently is not certified with the new Windows 10 browser: Microsoft Edge. We also do not recommend using Internet Explorer at this time to view your paycheck.
2. If you currently do not have Firefox or Chrome on your Windows 10 machine, please download them from their respective sites:
 - Firefox: https://www.mozilla.org/en-US/firefox/new/?utm_source=firefox-com&utm_medium=referral
 - Chrome: <https://www.google.com/chrome/>

Please click the 'Free Download' (*Firefox*) or 'Download now' (*Chrome*) button and follow the steps in the wizard to download browser.

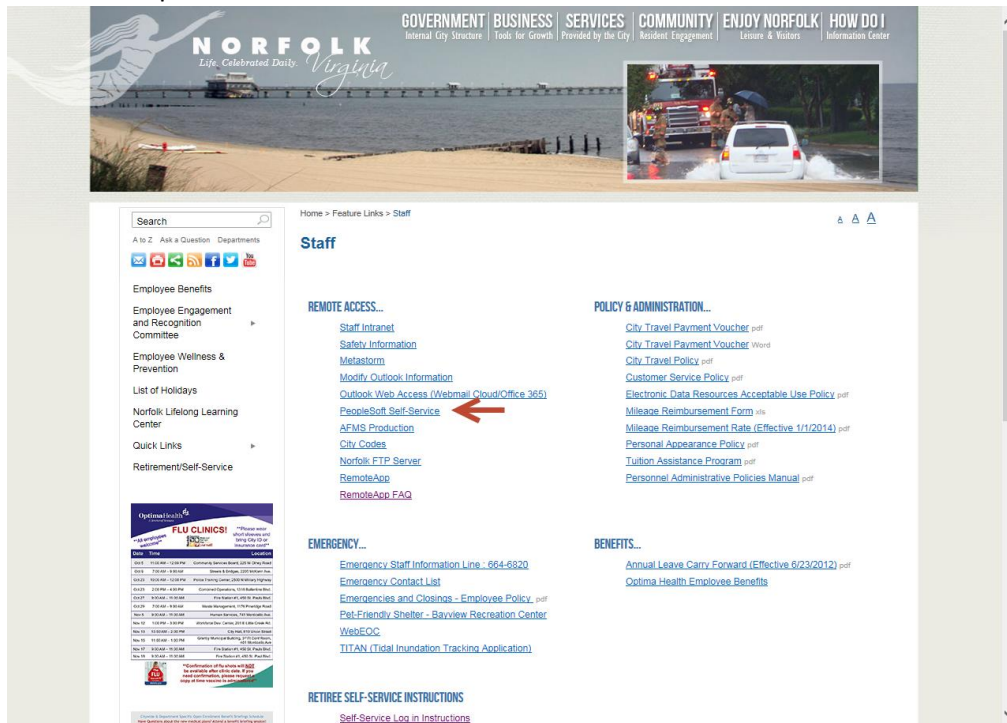
3. Once you have downloaded and opened either Firefox or Chrome using the icon(s) on your desktop.



4. Next, go to www.norfolk.gov and click on the Staff link in the top right page.



5. Click on 'PeopleSoft Self-Service link.

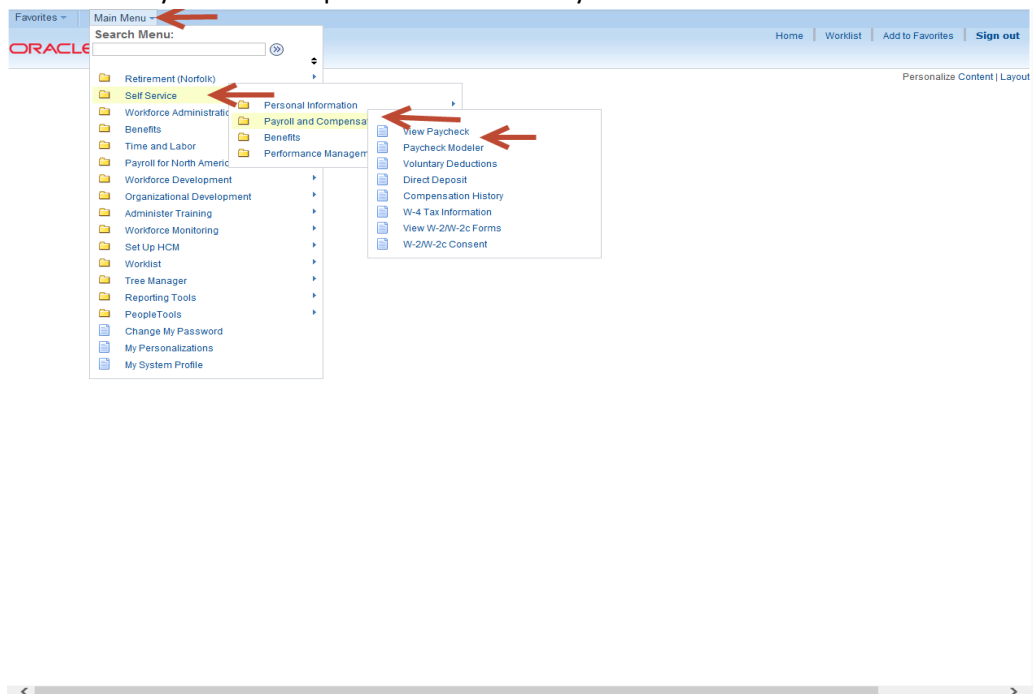


6. Enter in your User ID and Password for PeopleSoft at the following screen.



The image shows the Oracle PeopleSoft Enterprise login page. At the top, the Oracle logo is displayed in red, followed by "PEOPLESOFT ENTERPRISE" in black. Below this, there is a login form with two input fields: "User ID" (containing "00159") and "Password". A "Sign In" button is located below the password field. To the right of the login form, there is a "Select a Language" section with a list of languages including English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Română, Suomi, Svenska, Türkçe, Čeština, 日本語, 한국말, Русский, 简体中文, 繁體中文, and UK English. At the bottom of the login form, there is a link for "Set Trace Flags".

7. Once you have logged into PeopleSoft, click on Main Menu at the top of the page. Click on Self-Service -> Payroll and Compensation -> View Paycheck.



8. Next, click View Paycheck link of the Check Date you are searching for. (If you are using Firefox, please proceed to Step 9. If you are using Chrome, please proceed to Step 11.)

City of Norfolk, Virginia - View Paycheck

psoprod.norfolk.gov:8228/psp/HRPROD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_PAY_INQ.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.CX

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
07/15/2015	View Paycheck	City of Norfolk	06/23/2015	07/07/2015			<input type="checkbox"/>
07/31/2015	View Paycheck	City of Norfolk	07/08/2015	07/22/2015			<input checked="" type="checkbox"/>
08/14/2015	View Paycheck	City of Norfolk	07/23/2015	08/07/2015			<input checked="" type="checkbox"/>
08/31/2015	View Paycheck	City of Norfolk	08/08/2015	08/22/2015			<input checked="" type="checkbox"/>
09/15/2015	View Paycheck	City of Norfolk	08/23/2015	09/07/2015			<input checked="" type="checkbox"/>
09/30/2015	View Paycheck	City of Norfolk	09/08/2015	09/22/2015			<input checked="" type="checkbox"/>
10/15/2015	View Paycheck	City of Norfolk	09/23/2015	10/07/2015			<input checked="" type="checkbox"/>

For Firefox users

9. You will need to allow pop-ups in order to view your Paycheck in Firefox. Click on the Options button in the yellow box near the top of the page.

City of Norfolk, Virginia - View Paycheck

psoprod.norfolk.gov:8228/psp/HRPROD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_PAY_INQ.GBL?NAVSTACK=Clear

Firefox prevented this site from opening a pop-up window.

Options

Oracle

Home | Worklist | Add to Favorites | Sign out

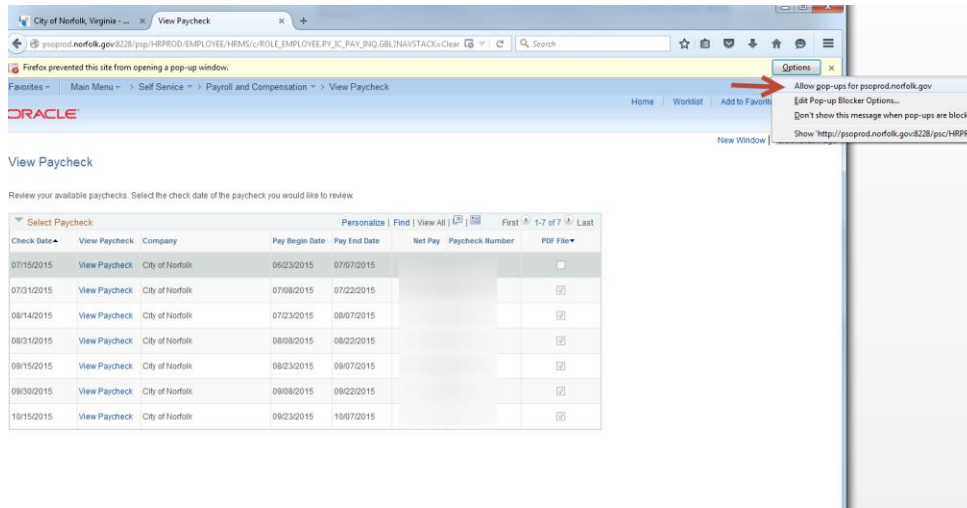
New Window | Personalize Page

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

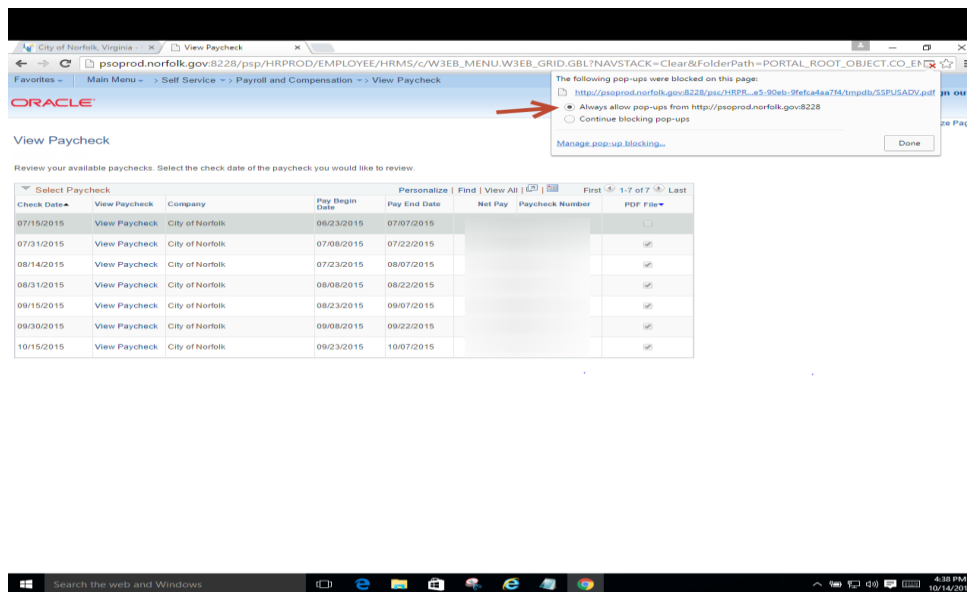
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
07/15/2015	View Paycheck	City of Norfolk	06/23/2015	07/07/2015			<input type="checkbox"/>
07/31/2015	View Paycheck	City of Norfolk	07/08/2015	07/22/2015			<input checked="" type="checkbox"/>
08/14/2015	View Paycheck	City of Norfolk	07/23/2015	08/07/2015			<input checked="" type="checkbox"/>
08/31/2015	View Paycheck	City of Norfolk	08/08/2015	08/22/2015			<input checked="" type="checkbox"/>
09/15/2015	View Paycheck	City of Norfolk	08/23/2015	09/07/2015			<input checked="" type="checkbox"/>
09/30/2015	View Paycheck	City of Norfolk	09/08/2015	09/22/2015			<input checked="" type="checkbox"/>
10/15/2015	View Paycheck	City of Norfolk	09/23/2015	10/07/2015			<input checked="" type="checkbox"/>

10. Click 'Allow pop-ups for...'. Once you have allowed pop-ups, your Paycheck should automatically open.



For Chrome users

11. You will need to allow pop-ups in order to view your Paycheck in Chrome. Click 'Always allow pop-ups...' in the box in the top-right corner.



12. A PDF version of your paycheck should now appear.